

**Minutes**  
**Mead Public Library**  
**Human Resources Committee**  
**August 14, 2014**

The meeting of the Mead Public Library Board Human Resources Committee was held on Thursday, August 14, 2014 in the Library Board Room. Present committee members were: Nelson, presiding; Quinn, Norman. Present staff members: Erickson and DeAmico. Others in attendance were Johnson.

Nelson called the meeting to order at 10:05 am. Nelson determined there was a quorum present. Norman **moved** to approve the Human Resources Committee minutes of July 17, 2014. The motion was **seconded** by Quinn. The motion **passed**.

**Discussion and possible action of process for evaluating library director.** Quinn presented a document titled "The process of Evaluating the Library Director from 1980 to present." This document has been used as the Director Evaluation format for over 20 years. This document along with the document titled "Library Director Performance Appraisal Feedback for the period June 2013 – August 2014" will be used to Evaluate Garrett Erickson for his first review, to be completed by October. Beginning January 2015, the documents used to evaluate the Library Director will be "The Process of Evaluating the Library Director" and "Library Director Evaluation Survey." For the Library Director's annual review, the evaluation survey will be distributed to all library board members, Friends of MPL President, Mead Public Library Foundation's President and selected staff. Nelson made the following motion: Beginning January 2015, the library adopts the city forms for evaluation for all employees (including the director). The "Library Director Evaluation Survey" will be an additional form used to evaluate the Library Director. Norman **moved** to recommend to the full board to accept the motion. Quinn **seconded** the motion. The motion **passed**.

**Discussion and possible action of updating employee handbook, benefit-related policies.** Erickson introduced the current City of Sheboygan and Mead Public Library handbooks. Both handbooks include many of the same topics using similar language, which is oftentimes confusing for both management and employees. Mead Public Library has several outdated topics in the current handbook as well as items that should be removed and placed in an employee orientation handbook. On occasion, language needs to be interpreted between the City of Sheboygan handbook, Mead Public Library Handbook and the Mead Public Library By-Laws & Policy and Procedures document. In discussing the elimination of the library handbook, the group asked for clarification as to whether personnel policies belonged under the jurisdiction of the library trustees or the city structures for developing personnel policy. The chapter 43 statutes are clear in regards to hiring, job duties and compensation of library personnel falling under the jurisdiction of the library trustees. The statutes are less clear about personnel policies (including those normally found in employee handbooks). Norman will review the statutes and case law to find out if there is a ruling on employee status. Nelson

asked Erickson to contact the City Attorney and ask him for an opinion on whether the library personnel policies should fall under the jurisdiction of the trustees or current city policies. The committee will re-examine this issue in September or October with the additional information. Quinn will create an Ad-Hoc library board committee to organize and update the By-Laws and Policy & Procedures.

**Future Human Resource Committee agenda items:** Quinn would like to see a generic calendar chronology of topics to be addressed throughout the fiscal year. Quinn asked Erickson if he would work on creating this document

Next meeting will be held on September 18, 2014 @ 3:00 pm.

Adjourn: Norman moved to adjourn the meeting at 11:30 am. Seconded by Quinn. Nelson concluded the meeting at 11:35 am. The motion carried.